

## MILPERSMAN 1306-1700

### AVAILABILITY PROCESSING - GENERAL INFORMATION

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1. **Policy.** All naval commands are responsible for prompt and accurate submission of availability reports on personnel who are available for assignment or reassignment.

a. The procedures outlined in this article and its sub-articles provide the means by which the Navy can efficiently and expeditiously assign available personnel to duty where their talents, experience, and training, together with their individual preferences, can best be utilized to the ultimate advantage of the individual and the Navy.

b. Excessive transient time is costly and erodes the ability of the Navy to perform its mission. In the interest of stability; personnel readiness; cost effectiveness; and the morale of the individual; accurate, complete, and timely submission of availability reports is mandatory. Errors and omissions cause delays in the processing of availability reports, and ultimately delays transfer of the individual. It is imperative that personnel move through the transient system as rapidly as possible.

c. In the case of shore activities, it is the sole responsibility of the servicing Personnel Support Detachment (PERSUPP DET) to submit availabilities. All availabilities will be submitted via the Navy Standard Integrated Processing System (NSIPS) with the exception of "DG" class availabilities for submarine disqualification. They are to be entered by Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403F) upon the completion of the disqualification process (enlisted warfare designator removal, NEC removal, rating conversion, etc.).

2. **Scope.** This article and its sub-articles provide information and procedures pertaining to availability processing:

Topic	See MILPERSMAN
Availability Processing - Special Instructions	1306-1702
Availability Processing - Class "D" - Nominations	1306-1704
Availability Processing - Class "F" - Accessions	1306-1705
Availability Processing - Class "H" - Humanitarian Tour Releases	1306-1706
Availability Processing - Class "J" - Graduates of "A" School	1306-1707
Availability Processing - Class "K" - Graduates of "C" School	1306-1708
Availability Processing - Class "L" - Other School Graduates	1306-1709
Availability Processing - Class "N" - School Non-Graduates	1306-1710
Availability Processing - Class "R" - Recruit Training Graduates	1306-1711
Availability Processing - Class "X" - Brig/Disciplinary Releases	1306-1712
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Availability Processing - Data Item Descriptions and Definitions	1306-1714
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### 3. **Glossary of Terms**

a. **Assignment Control Authority (ACA).** Organization responsible for personnel assignments.

(1) Navy Personnel Command (NAVPERSCOM):  
Rated/Designated Enlisted Personnel (Excluding TAR).

(2) Enlisted Placement Management Center (EPMAC):  
Non-Rated/Non-Designated Enlisted Personnel.

(3) Naval Reserve Personnel Center (NAVRESPERSSEN):  
Training and Administration of Reserve (TAR).

b. **Assignment Directive.** A document issued by NAVPERSCOM or EPMAC containing a transfer control (TC) number (authority) indicating specific assignment information and instructions pertaining to the transfer of an individual.

c. **Availability Date.** The earliest date on which the individual can be transferred or change duty status.

d. **Availability Report.** A formatted report which contains the necessary information for assigning/reassigning an individual.

(1) Immediate Availability Report. An availability report submitted on personnel whose availability date is less than 21 days in the future.

(2) Regular Availability Report. An availability report submitted on personnel whose availability date is 21 days or more in the future.

(3) Accession Availability Report. An availability report submitted on personnel who are being initially gained to active enlisted naval strength. All accession availability reports are considered immediate.

(a) Member must have full strength record before submitting accession of availability report.

(b) For PERSUPP DET, first complete NSIPS exception gain event.

(c) For units not serviced by PERSUPP DETs, submit exception gain report via naval message, include accession availability report, submit message to NAVPERSCOM, Military Records Military Support Branch (PERS-312G) and Enlisted Assignment Division (PERS-40A3); and EPMAC (EP-47).